

# How a Boston Teacher Must be Hired...

EST. TIME LINE

DECEMBER

JANUARY

FEBRUARY

FEB. 15

MARCH

MID MARCH

LATE MARCH

APRIL

MID APRIL

LATE APRIL

MAY

JUNE

LATE JUNE

JULY

AUGUST

AUG/SEPT

Source: Boston Teachers Union Contract, discussions with BPS Office of Human Resources and BTU leadership

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BMC  
99/1

Round 3 is when most outside candidates can begin application process

HR matches TAPRs filed by teachers in March to June vacancies for schools to conduct interviews

**PRELIMINARY WORK**  
Schools and central office identify staff needs for upcoming school year  
Decisions are made whether to make provisional teachers permanent

**FIRST OPEN POST THRESHOLD**  
School Site Council determines if  
1) vacant position includes a stipend of greater than \$1,000 or 2) if position involves less than 50% program area teaching duties

NO

Posted as regular transfer unless faculty vote otherwise

YES

Goes automatically to open posting standing

**SECOND OPEN POSTING THRESHOLD & VOTE**  
School determines if vacancies should be referred to faculty vote

NO

Vacancy Remains Transfer Standing

Qualified teachers on recall list get preference to fill permanent vacancies after 3/15

**RECALL RIGHTS**  
Recalled teachers have 3 days to accept position if rejected, recall rights terminate

60% Vote Fails  
Vacancy Remains Transfer Standing

60% Vote Prevails  
Open Posting Standing Authorized

**ROUND 1**  
**INTERNAL TRANSFER CIRCULAR (MARCH 1)**  
HR distributes list to all schools and BTU. No External Publication.

**APPLICATION PERIOD-15 SCHOOL DAYS**  
Teachers make up to 5 requests by school, by program

2 FORMS DISTRIBUTED: Transfer-out (actual vacancies) & Teacher Assignment Preference Request (TAPR) (possible vacancies)

**HUMAN RESOURCES CHECKS ELIGIBILITY OF ALL TRANSFER APPLICANTS**  
All applicants must be BPS teachers with appropriate certification. Provisional teachers can only apply for their current job. A teacher with 2 interim unsatisfactory evaluations from Sept-Feb may be rejected by School. A teacher with an overall annual unsatisfactory evaluation has no transfer rights

TAPRs forms or "wish list" applications remain at HR until needed later in year

Schools receive qualified transfer-out applications and conduct interviews without immediate concern for seniority

**VACANCIES WITH TRANSFER POSTING STANDING**

School must select 1 candidate by majority vote w/ principal ok. If can't agree, must select from 3 most senior applicants

If no candidates appear or withdraw, then vacancy must be filled via Excess Pool (Round 2). No public advertisement allowed

**VACANCIES WITH OPEN POSTING STANDING**

May reject entire slate of candidates

Vacancy Posted on April Open Post Circular

Outside applicants can apply here for some teaching jobs if the union says it's OK

**10 DAY BTU CHALLENGE PERIOD**  
BTU may challenge posting if it believes vacancy was known to exist prior to March 1 but School failed to post it.

HR refers any challenge to School Site Council with vacancy

60% school faculty vote required to sustain challenge

Challenge Sustained

Challenge Defeated

Unfilled teaching jobs from Round 1 and new vacancies created due to transfers and other needs

**ROUND 2**  
**INTERNAL EXCESS POOL (MID-APRIL)**  
1) perm or temp vacancies 2) Transfer-out vacancies 3) Others that occurred after 3/1

All unassigned permanent teachers invited to "Excess Pool Fair". Pools organized by program area

Qualified applicants include those returning from layoff, demotion, leave of absence, voluntary excess & involuntary excess

**BIDDING ON VACANCIES BY SENIORITY**  
All teachers must make 3 bids. Second most junior has 2 bids and most junior has 1 bid (Only enforced if there are more applicants than positions). Only 1 bid may be made per school

When vacancy receives 3 bids, it is closed

HR and School determine if bidders are qualified to fill vacancies

YES

HR matches all first choices by seniority with principal first choice. Process continues until all vacancies are filled. All applicants must get one of 3 choices

NO

If not qualified for any vacancy, a teacher will be assigned in a suitable professional capacity, including sub service and will remain eligible to fill vacancies as they occur.

Could be placed into "substitute service" (RARE)

Could apply for new vacancy in June

**ROUND 3**  
**PUBLIC POSTING (JUNE 1)**  
Includes unfilled open postings, new permanent vacancies occurring since Excess Pool completed. HR distributes to all schools, BTU & public.

**30 Day Application Period**  
Applicants may be from outside or inside SPC, perm teachers, Paras, Substitutes, TAPR applicants or remaining excess pool candidates

**PARA/SUB CONSIDERATION**  
Qualified paras & subs recommended by HR may submit 5 choices from June 1 posting. School must give these applicants first consideration.

HR sends all eligible applications, including TAPRs, to School as positions open.

School receives applications and conducts interviews regardless of seniority. Qualified paras, subs & new hires are given first consideration

Select candidate by majority vote w/ principal in majority.

HR notifies selected candidate

May reject all applicants

School must re-post vacancy on next circular

**OTHER SUMMER POSTINGS**  
New & unfilled vacancies after June 1

June 1 - August 15

HR posts/mails new and unfilled vacancies to teachers and makes public advertisement

HR refers applicants to School and positions may be filled 10 days after posting

August 15-School Opening

HR posts/mails new and unfilled vacancies to teachers and makes public advertisement

HR refers applicants to School and positions may be filled 3 days after posting

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